SPEP LEADERSHIP STRUCTURE

ADMINISTRATION DIRECTOR
- Maintain convenient quarterly meetings with Chair and PM
- Include all discussed action items for all Council members on notes
- Send out committee notes after both leadership and council meetings, within 2 days- Send notes out to TEAM SPEP on Facebook
- Track Council member Committee involvement- take attendance at each meeting
- Take detailed and organized meeting notes
- Maintain a SPEP calendar
- Assist in planning SPEP events
- Note the progress on action items and projects in notes
- Attend all Council meetings
- Attend all three major events
- Mentor 2 council members per quarter

CHAIR
- Help PM create agenda and lead SPEP Strategic Annual Planning Retreat
- Articulate SPEP’s vision to UW Foundation staff, council members and student body
- Lead all Council meetings
- Lead and manage Dawg Daze tours
- Assist in planning SPEP events
- Maintain convenient weekly meetings with UW Foundation staff
- Present successes to UW Foundation staff if requested
- Maintain quarterly meetings with all other leadership members
- Spend no less than 2 hours a week in the SPEP office (located on the 1st Floor of the UW Tower)
- Maintain the culture and chain of command in SPEP
- Help plan SPEP social events to facilitate member integration
- Ensure all SPEP commitments and projects are managed properly
- When necessary take the lead on major projects
- Facilitate future leadership cultivation, make sure that leadership members are mentoring council members
- Attend all council meetings
- Prepare Annual Review to present to PM and next year’s council at Retreat
- Attend all three major events
- Mentor 2 council members per quarter

EVENTS DIRECTOR
- Maintain convenient weekly meetings with Chair and PM
- Plan, project manage/delegate, and implement each quarterly event (Purple Palooza, Networking Night, Philanthropy Day)
- Manage and delegate with assistant events director
- Assist Chair in organizing socials for SPEP members
- Keep the PM and leadership informed of all budget updates on a monthly basis
- Delegate events tasks to leadership members
- Attend all council meetings
- Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)
- Attend all three major events
- Mentor 2 council members per quarter

FINANCE DIRECTOR

- Keep leadership and the PM informed of all money spent by creating and submitting monthly and annual spreadsheets
- Perform budget forecasting; as it pertains to SPEP's weekly, monthly and quarterly allocations and needs
- Ensure that all funds collected are recorded and turned in to the UW Foundation Staff
- Maintain meetings as needed with Chair
- Maintain quarterly meetings with UW Foundation staff to compare budget notes and/or reconcile the budget
- Attend all council meetings
- Maintain and organize all metrics data collected for program, events, social media, and volunteering
- Mentor 2 council members per quarter
- Attend all three major events

MARCOM DIRECTOR

- Maintain convenient quarterly meetings with Chair and PM
- Manage the MarCom Committee
- Take part in on all SPEP communications (written, verbal, presentations)
- Assist in planning SPEP events
- Recruit and manage graphic design talent and resources
- Work with other leadership members to design, create, and publish marketing material for recruitment, events, tabling, or other needs
- Create and implement new and engaging campus engagement strategies with the Outreach Directors
- Spread the word about SPEP
- Find a photographer to photograph all SPEP events, socials, volunteer opportunities, and other times as needed
- Plan for and implement video strategies into SPEP marketing, outreach, and events
- Create educational videos about the Foundation and SPEP, create fun media opportunities
- Attend all council meetings
- Facilitate future leadership cultivation
- Attend all three major events
- Mentor 2 council members per quarter

OUTREACH DIRECTOR

- Maintain convenient quarterly meetings with Chair and PM
- Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)
- Lead outreach to campus departments with assistance from the Chair and PM
- Coordinate with UWB and UWT colleagues to include other SPEPers in events
- Solicit businesses for event food/drinks
- Assist in planning SPEP events
- Manage Fall and Spring recruitment efforts, working closely with the Volunteer Director
- Organize regular campus engagement opportunities
- Create and implement new and engaging campus engagement strategies with the assistance of the MarCom Director
- Lead campus and community outreach by engaging with other campus organizations, departments, and RSO’s with the Chair and/or PM
- Manage Fall donation request campaign, in addition to Philanthropy Day in kind donation solicitation
- Manage relationship with Student Life, ASUW and other RSOs
- Attend all Council meetings
- Attend all three major events
- Mentor 2 council members per quarter

**SOCIAL MEDIA DIRECTOR**

- Maintain convenient quarterly meetings with Chair and PM
- Develop and implement a Social Media strategic plan for 2016/2017
- Manage and regularly post on the SPEP Facebook, Twitter pages, Instagram, and snapchat pages
- Assist in planning SPEP events
- Create one campaign per quarter to engage facebook/twitter/instagram followers
- Post each council meeting in “Team SPEP” on facebook
- Manage SPEP listserv “SPEPmail”, adding all new members.
- Ensure that both the “SPEPmail” and “Team SPEP” on facebook include all members.
- Work with Admin director & Volunteer Director to update member contact sheet.
- Attend all council meetings
- Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)
- Mentor 2 council members per quarter
- Attend all three major events

**VICE CHAIR**

- Articulate SPEP’s vision to UW Foundation staff, council members and student body
- Lead all Council meetings
- Assist in planning SPEP events
- Maintain convenient weekly meetings with UW Foundation staff
- Present successes to UW Foundation staff if requested
- Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)
- Help plan SPEP social events to facilitate member integration
- When necessary take the lead on major projects
- Facilitate future leadership cultivation, make sure that leadership members are mentoring council members
- Attend all council meetings
- Attend all three major events
- Mentor 2 council members per quarter
- Support the Chair and other council members with duties
- Organize SPEP leadership and council social events

**VOLUNTEER DIRECTOR**

- Maintain convenient quarterly meetings with Chair and PM
- Provide quarterly (at a minimum) volunteering opportunities for SPEP members both on campus, within the Foundation, and in the surrounding community
- Assist in planning SPEP events
- Organize staffing of volunteer/service events
- Coordinate foundation ambassadors
- Coordinate SPEP MLK Day of Service
- Work with the Carlson Center to advertise student volunteering opportunities
- Meet regularly with the PM to plan for volunteering at internal Foundation events
- Keep track of all volunteer hours, with assistance from the Admin Director (who has the list of attendees)
• Design and implement a robust volunteer recognition system
• Maintain communication with the Administration Director to ensure all volunteers are tracked
• Attend all council meetings
• Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)
• Mentor 2 council members per quarter
• Attend all three major events

ASSISTANT VOLUNTEER DIRECTOR
• Maintain convenient quarterly meetings with Chair and PM
• Maintain regular meetings with the Volunteer Director
• Assist Volunteer Director in responsibilities listed above
• Assist in planning SPEP events
• Keep track of all volunteer hours, with assistance from the Admin Director (who has the list of attendees)
• Coordinate foundation ambassadors
• Coordinate staffing of volunteer events
• Attend all council meetings
• Mentor 2 council members per quarter
• Attend all three major events

*All leadership positions may have more responsibilities than those listed above
*All position descriptions are subject to change at the leadership retreat
*Please direct any questions to Elaine Carpenter at elcarpen@uw.edu